



Office of the Town Manager

Frank Cassidy

# STAFF REPORT

## Warrenton Town Council

Carter Nevill, Mayor

Heather Sutphin, Ward 1

William Semple, Ward 2

Brett Hamby, Ward 3

James Hartman, Ward 4 Vice Mayor

Jay Heroux, Ward 5

Paul Mooney, At Large

David McGuire, At Large

<b>Council Meeting Date:</b>	August 8, 2023
<b>Agenda Title:</b>	Human Capital Quarterly Report
<b>Requested Action:</b>	No Action Needed
<b>Department / Agency Lead:</b>	Human Capital, Kasey Braun
<b>Staff Lead:</b>	Kasey Braun

## EXECUTIVE SUMMARY

### Human Capital Objectives and Task Overview:

	Objectives/Tasks
Benefits	Benefits Program Management (Medical, Vision, Dental, Leave program, Financial wellness, Health wellness program, COBRA)
	Retirement Program Management (Education, Processing, VRS Management)
	Risk Management (Workers Compensation Program Management, VRSA Claims, CDL Regulations Management, Safety, etc.)
Governance	Policy Program Management (Updates to policy based on state/federal or Town changes)
	HC Program Management Compliance (Hiring, Termination, Policy, Etc.)
	HC System Management (HRIS, ATS, LMS, PMS, Self Service Portal, etc.)
	Compliance Reporting (5500, ACA, Creditable (Non) Coverage, EEO4, Non Discrimination, OSHA, PCORI, poster management: state/federal)
Employment/Cultivation	Recruiting & Hiring Program Management (Recruiting outreach and review, internal/external program management, onboarding program management)
	Separation Program Management (Exit interview, Outprocessing Management)
	Employee Development Program Management (Coaching/Mentorship, Performance Management, Stay Interviews, Training and Development)
	Employee Relations Management (Coaching/Mentorship, Disciplinary Action Program Management to include Employee and Management discussions - employment status discussions, way forward, monitoring/tracking progress)
	Personnel Management (employee questions/inquiries on all employee programs, etc.)
	HC Strategy (Retention, Compensation Program Management, Workforce Planning, Succession Planning, Metrics/Data Analysis, HC Program Management)
	Workplace Culture Program Management (Employee Outreach, Culture Programs such as Employee Events, DEIA, etc.)

**Human Capital Metrics for Q1 – January 1, 2023 – June 31, 2023**

**\*\*Employee Data:** The following data showcases the Total Headcount as well as the hires, terminations, and turnover rates for the 1<sup>st</sup> and 2<sup>nd</sup> Quarter 2023.

<b>2023</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	
<b>Total Headcount - Full Time</b>	127	117	
# Hires	3	3	
# Voluntary Sep	5	9	
# Involuntary Sep.	1	1	
# Voluntary Turnover %	3.88%	7.38%	
# Involuntary Turnover %	0.80%	0.82%	
<b>Total Headcount - Part Time</b>	135	151	
# Hires	14	20	
# Voluntary Sep	5	4	
# Involuntary Sep.	1	0	
# Voluntary Turnover %	3.88%	2.80%	
# Involuntary Turnover %	0.78%	0.00%	
<b>TOTAL FT - TURNOVER %</b>	<b>4.68%</b>	<b>8.20%</b>	<b>6.44%</b>
<b>TOTAL PT - TURNOVER %</b>	<b>4.65%</b>	<b>2.80%</b>	<b>3.72%</b>
<b>TOTAL FT/PT - TURNOVER %</b>	<b>9.33%</b>	<b>10.99%</b>	<b>10.16%</b>

<b>January 1, 2023 - December 31, 2023</b>	
<b>Full Time Hires</b>	6
<b>Full Time Terminations</b>	16
<b>Part Time Hires</b>	34
<b>Part Time Terminations</b>	10
<b>CHURNOVERS (PT/FT - Hires/TERMS)</b>	0
<b>Hired &amp; Termed within year</b>	2
<b>Reasons for Leaving - Full Time</b>	
Better Employment / Opportunity/Compensation	10
New Career	0
Not best fit - position/culture	2
Involuntary Due to Performance	2
Relocation	0
Resigned In lieu of Termination	0
Retirement	0
Work/Life Balance (school, other)	0
Other / Unknown	1
<b>Reasons for Leaving - Part Time</b>	
Better Employment / Opportunity/Compensation	2
Compensation	1
New Career	0
Not best fit - position/culture	0
Involuntary Due to Performance	1
Relocation	3
Resigned In lieu of Termination	0
Retirement	0
Work/Life Balance (school, other)	3
Other / Unknown	0

Note: Employee Data metrics do not include Town Council, ARB, or Planning Commission

**Top 3 Reasons for FT Employees Leaving since 1/2021**

1. Better Employment/Opportunity/Compensation
2. Compensation (discussed as a main reason)
3. Retirement

**\*\*Vacancy Report**

Data shows the vacancies as of July 30, 2023

FT/PT	Open Year	Open Month	Backfill/New	# of Positions	Department	Position	Status
FT	2022	July	Backfill - R. Price	1	Finance	Budget Manager	Internal Advancement Consideration
PT	2022 / 2023	December / July	Backfill - M. McGrath	1	Public Works	PT Maintenance Worker	Reviewing & Interviewing & Hiring
FT	2022 / 2023	October / July	Backfill - M. Jenkins/R. Greene	2	Public Utilities	WWTP Operator B (Evening Shift)	Reviewing & Interviewing
FT	2023	May / July	Backfill - B. Pennington	1	Public Works	Motor Equipment Operator I	Reviewing & Interviewing & Hiring
FT	2023	April / August	Backfill - C. Ford Retirement 8/1	1	Police	Police Officer	Reviewing & Interviewing
FT	2023	June	Backfill - R. Green	1	Public Utilities	WWTP Operator A (Evening)	Reviewing & Interviewing & Hiring
FT	2023	June	New	1	Town Managers Office	Communications Manager	Interview Final Candidates
FT	2023	June	New	1	Parks & Rec	Fitness Supervisor	Interview Final Candidates
FT	2023	June	New	1	Human Capital	Human Capital Generalist	Interview Final Candidates
PT			On-Going		Parks & Rec	Customer Service Specialist	Reviewing & Interviewing & Hiring
PT			On-Going		Parks & Rec	Fitness Instructor	Reviewing & Interviewing & Hiring
PT			On-Going		Parks & Rec	Head Lifeguard	Reviewing & Interviewing & Hiring
PT			On-Going		Parks & Rec	Manager on Duty	Reviewing & Interviewing & Hiring
PT			On-Going		Parks & Rec	Water Safety Instructor	Reviewing & Interviewing & Hiring

**Active Number of Positions as of July 27, 2023****10**